

STATE TELECOMMUNICATIONS MANAGEMENT MANUAL

State of California
Department of Technology Services

Statewide Telecommunications
and Network Division

Category:

**Acquiring
Telecommunications
Services**

Chapter Title:

**Feasibility Study
Report (FSR)**

Chapter Number:

0505.0

Issued: September 25, 1997

Revised: October 24, 2008

POLICY

A Feasibility Study Report (FSR) must be conducted and approved prior to the encumbrance or expenditure of funds on any information technology project. The FSR must be approved by the Department of Finance (DOF).

If a project also incorporates telecommunications services and equipment, a copy of the FSR should be sent to the Statewide Telecommunications and Network Division (STND) at the same time as the original is submitted to DOF.

PURPOSE

The FSR will identify significant telecommunications projects, and assist the STND in developing long range telecommunications plans. In the STND's role of management, oversight and provider of telecommunications, receiving this information will help ensure that appropriate services are available to meet the needs of clients in a timely manner.

Details on preparing the FSR are located in the [Statewide Information Management Manual \(SIMM\)](#).

SUBMISSION INSTRUCTIONS

Please send the FSR copy to:

Department of Technology Services
Statewide Telecommunications
and Network Division
P.O. Box 1810, STND Y-13
Rancho Cordova, CA 95741-1810